

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Separation of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Date], due to your failure to successfully complete the Performance Improvement Plan (PIP) initiated on [PIP Start Date].

As discussed during our meetings on [Dates of Review Meetings], the PIP was implemented to provide you with a clear framework and specific goals to improve your performance in the area(s) of [List Performance Areas]. Despite the support and resources provided during this period, the required performance standards have not been met.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for all hours worked up to your last day, will be issued on [Date].
- [Details regarding accrued vacation/PTO payout, if applicable].
- Information regarding your benefits coverage and COBRA eligibility will be sent to you via [Mail/Email] by [Date].

Please return all company property, including [List items: keys, laptop, ID badge, etc.], to [Name/Department] by [Time/Date].

If you have any questions regarding your final pay or benefits, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]